

Self Service ‘MyBiz (NAF)’ Module II, Chapter 3 Updating My Information

Introduction

Self Service provides employees the ability to log into ‘MyBiz (NAF)’ and update their personal information. The following pages provide a brief overview of this new functionality.

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Update My Information



The  [Update My Information](#) function allows employees to update employee information.



Figure 1

Privacy Act Statement

Before you can 'view, add and/or update' your personnel information, you must  the 'Privacy Act Statement'.

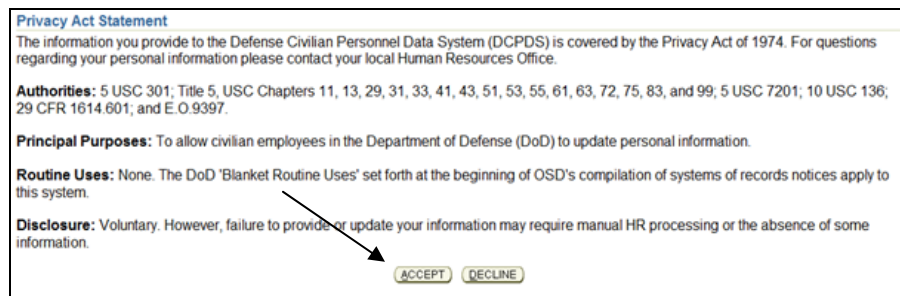


Figure 2

Tabs - The following is a list of the 'Tabs' with 'associated' information.

The General Information header includes the employee's name and work email address.

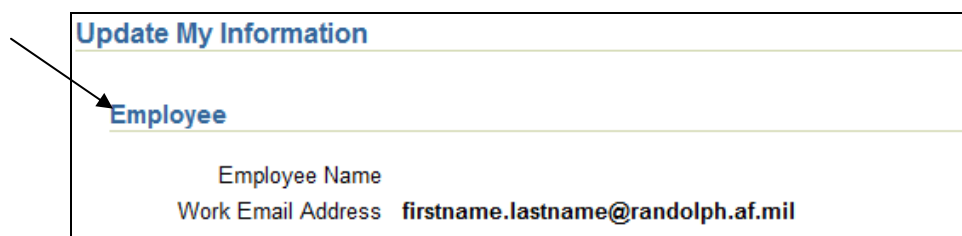


Figure 3

The Profile tab allows the employee the ability to update/change their security questions, answer and password (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page), work email address, phone numbers and physical work address.

Figure 4

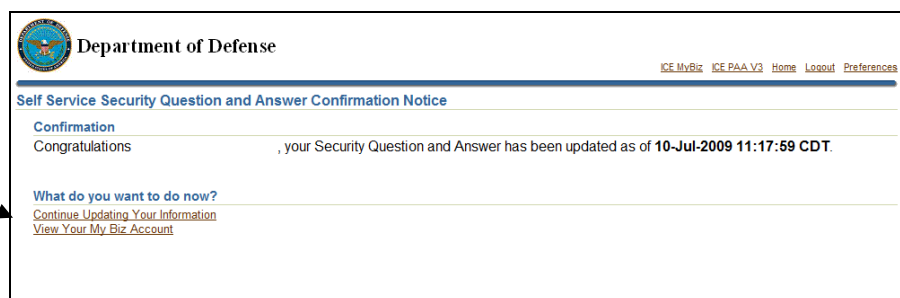
To update your security question select the **Update/Review Security Question** button. This information will be used to validate your information if you forget your password (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page)

Figure 5

Enter the information below, and select the 'Update' button.

Figure 6

Once 'Update' is complete, a 'Confirmation' page displays. Select **Continue Updating Your Information** link to continue updating your work information. To return to the 'MyBiz (NAF)' menu select on **View Your My Biz Account** link.



Department of Defense

ICE MyBiz ICE PAA V3 Home Logout Preferences

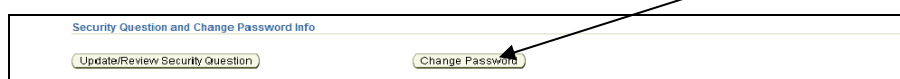
Self Service Security Question and Answer Confirmation Notice

Confirmation
Congratulations, your Security Question and Answer has been updated as of **10-Jul-2009 11:17:59 CDT**.

What do you want to do now?
[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 7

To change your password, select the **Change Password** button (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page).

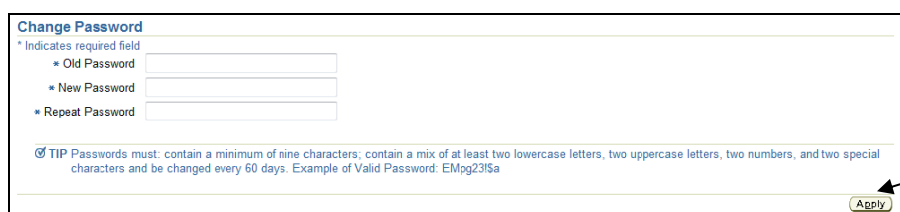


Security Question and Change Password Info

[Update/Review Security Question](#) [Change Password](#)

Figure 8

Enter your old password, followed by your new password twice, and then select 'Apply'.
 Note: You cannot 'Cancel' this action; you must reset your password (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page).



Change Password

* Indicates required field

* Old Password

* New Password

* Repeat Password

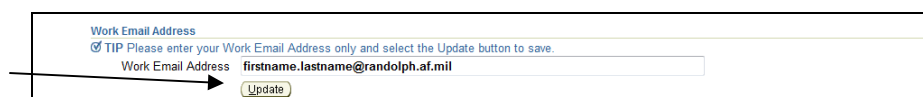
☒ TIP Passwords must: contain a minimum of nine characters; contain a mix of at least two lowercase letters, two uppercase letters, two numbers, and two special characters and be changed every 60 days. Example of Valid Password: EMpg23!\$a

[Apply](#)

Figure 9

Work Email Address

To 'Add/Update' work email address, type the new email address and then select the **Update** button. Email address is currently being used for the NSPS and 'Agency unique' Performance Appraisal notification. In addition, email addresses are being used to communicate personnel information directly to employees.



Work Email Address

☒ TIP Please enter your Work Email Address only and select the Update button to save.

Work Email Address

[Update](#)

Figure 10

After selecting 'Update', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'MyBiz (NAF)' menu select on [View Your My Biz Account](#) link.

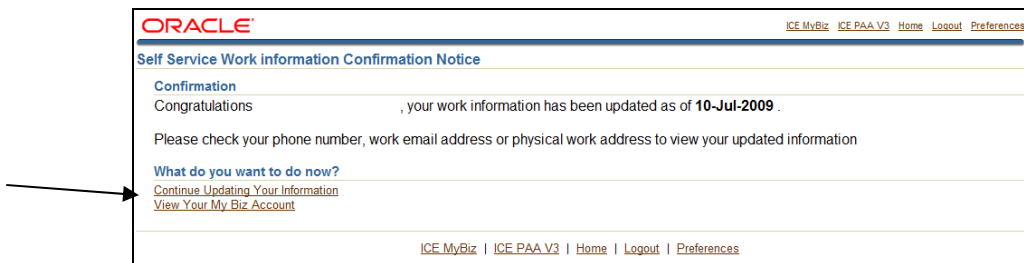


Figure 11

Phone Numbers

To 'add' a new phone number, select the [Add](#) button.

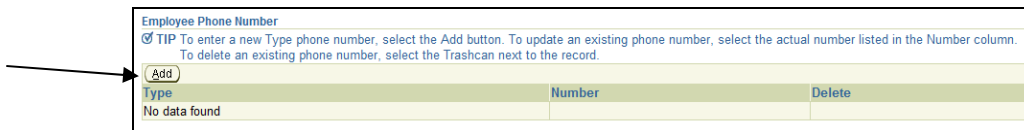


Figure 12

Select a phone type from the drop down list. 'Phone Type' and 'Phone Number' are required fields which are noted with an *. Once you have selected a phone type enter your phone number to include area code and dashes. Extensions may also be included. Example: 123-456-7899 Ext 123. Once you have finished entering your phone number, select the [Submit](#) button.

Figure 13

After selecting 'Submit', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'MyBiz (NAF)' menu select on [View Your My Biz Account](#) link.

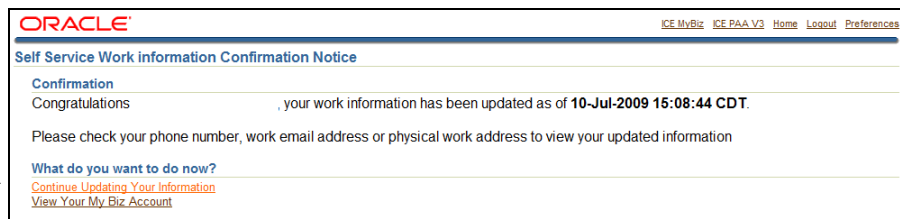


Figure 14

Edit a Phone Number

To 'update' an existing phone number select on the phone number link [123-456-7890](#).

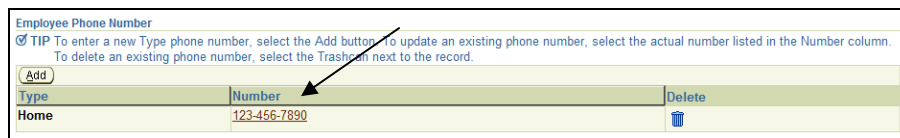


Figure 15

Change the phone number and select the [Submit](#) button.

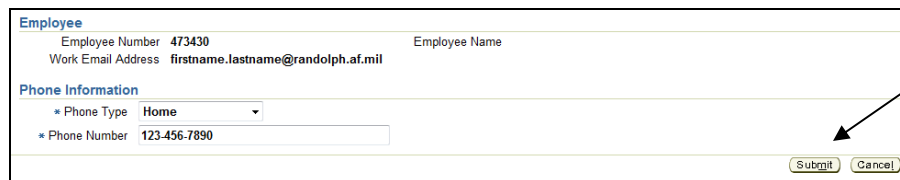


Figure 16

After selecting 'Submit', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'MyBiz (NAF)' menu select on [View Your My Biz Account](#) link.

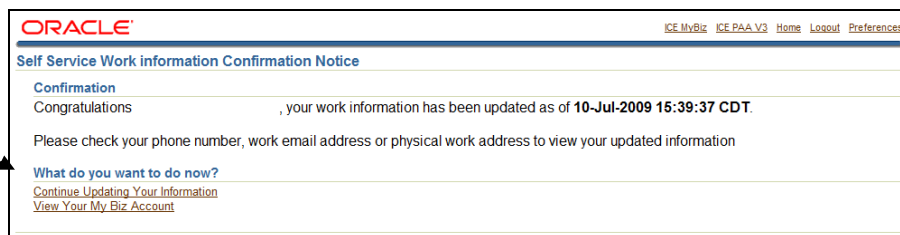

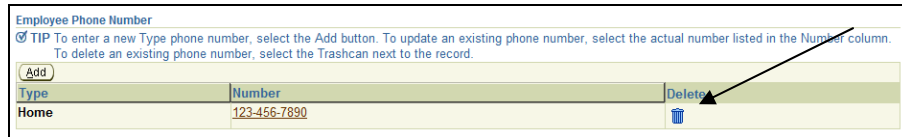


Figure 17

Delete a Phone Number

To 'delete' a phone number, select the  button next to the number you want to delete.



Employee Phone Number

☒ TIP To enter a new Type phone number, select the Add button. To update an existing phone number, select the actual number listed in the Number column.
To delete an existing phone number, select the Trashcan next to the record.


Type	Number	Delete
Home	123-456-7890	

Figure 18

A warning screen displays; select the button to process the delete. If you want to cancel the delete, select the button.



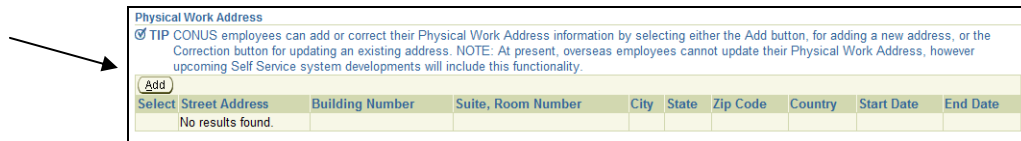
 **Warning**

Are you sure you want to delete this Phone Number (123-456-7890)?

Figure 19

Physical Work Address

To 'add' Physical Work Address, select the button. Self Service only allows employees to 'add' one Physical Work address update within a 24 hour period.



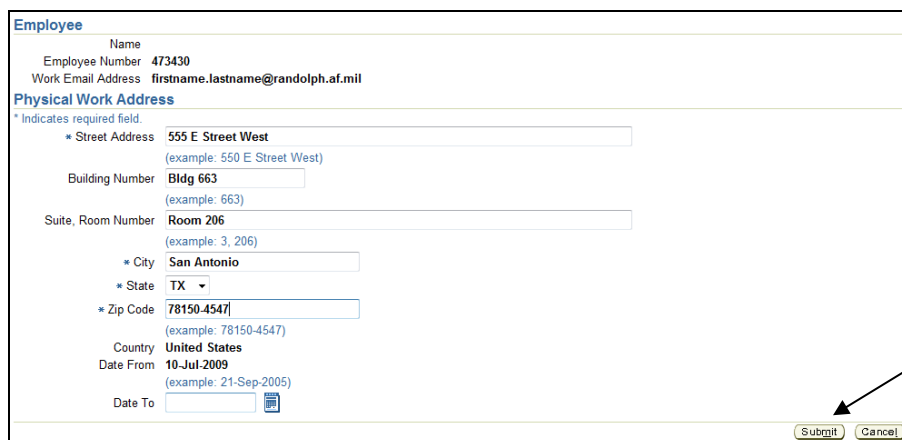
Physical Work Address

☒ TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

Select	Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date	End Date
No results found.									

Figure 20

When adding a Physical Work Address, 'Street Address, City, State, Zip Code' are required fields and are noted with an *. Select the button to save data.



Employee

Name

Employee Number 473430

Work Email Address firstname.lastname@randolph.af.mil

Physical Work Address

* Indicates required field.

* Street Address 555 E Street West
(example: 550 E Street West)

Building Number Bldg 663
(example: 663)

Suite, Room Number Room 206
(example: 3, 206)

* City San Antonio

* State TX

* Zip Code 78150-4547
(example: 78150-4547)

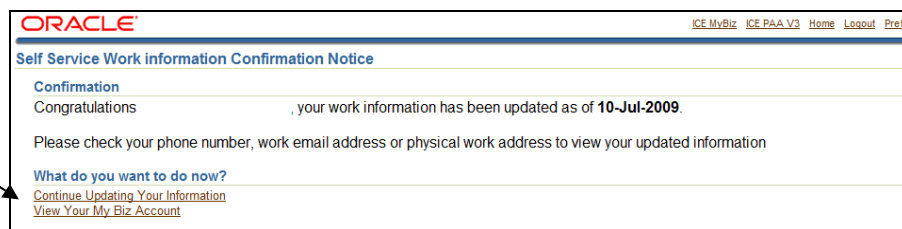
Country United States

Date From 10-Jul-2009
(example: 21-Sep-2005)

Date To

Figure 21

After selecting 'Submit', a 'Confirmation' page displays. To return to the Profile tab, select the [Continue Updating Your Information](#) link. To return to the 'MyBiz (NAF)' menu select on the [View Your My Biz Account](#) link.



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ICE MyBiz ICE PAA V3 Home Logout Prefe

Self Service Work information Confirmation Notice


Confirmation
Congratulations, your work information has been updated as of **10-Jul-2009**.

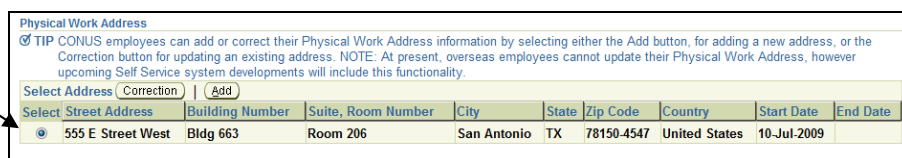
Please check your phone number, work email address or physical work address to view your updated information

What do you want to do now?
[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 22

Edit Physical Work Address

To correct a physical work address select the radio button  next to the physical work address, then select the **(Correction)** button.



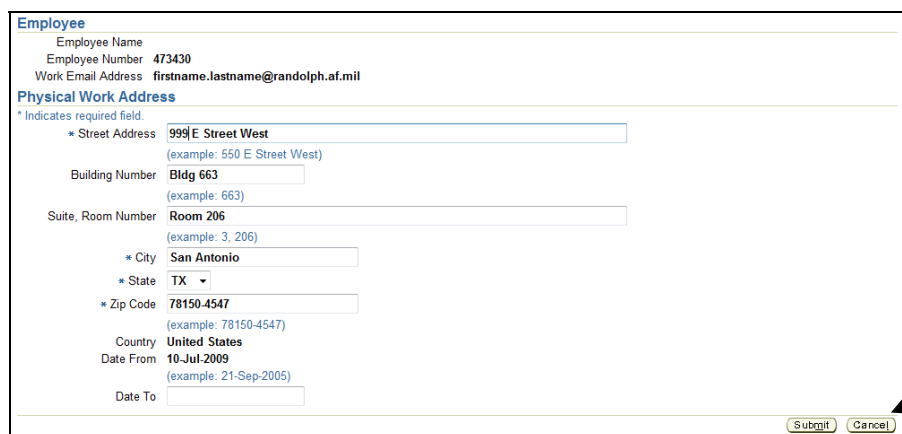
Physical Work Address
 TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

Select Address **(Correction)** (Add)

Select	Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date	End Date
<input checked="" type="radio"/>	555 E Street West	Bldg 663	Room 206	San Antonio	TX	78150-4547	United States	10-Jul-2009	

Figure 23

Make the necessary changes to your physical work address, and then select the **Submit** button.



Employee
 Employee Name
 Employee Number 473430
 Work Email Address firstname.lastname@randolph.af.mil

Physical Work Address
 * Indicates required field.

* Street Address
 (example: 550 E Street West)

Building Number
 (example: 663)

Suite, Room Number
 (example: 3, 206)

* City

* State

* Zip Code
 (example: 78150-4547)

Country

Date From
 (example: 21-Sep-2005)

Date To

Figure 24

After selecting 'Submit', a Confirmation page displays. Your changes have now been updated to your personnel record.

Physical Work Address

✓ TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

Select Address [Correction](#) | [Add](#)

Select	Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date	End Date
<input type="radio"/>	999 E Street West	Bldg 663	Room 206	San Antonio	TX	78150-4547	United States	10-Jul-2009	

Figure 25

Handicap tab contains employee's current handicap code.

To update handicap code select from the drop down list using the down arrow. Once you have selected the appropriate code, select the [Update](#) button.

[Profile](#) | [Handicap](#) | [Language](#) | [Ethnicity and Race](#) | [Emergency Contact](#)

My Profile

[Security Question and Change Password Info](#)

[Update/Review Security Question](#) [Change Password](#)

Figure 26

Language tab contains employee's languages and 'Consent to Share and Release Language Information' section.

[Profile](#) | [Handicap](#) | [Language](#) | [Ethnicity and Race](#) | [Emergency Contact](#)

✓ TIP You will only be able to update a language or its information if the evaluation method is Self Appraisal/Certification. To UPDATE the information contained in a language area, you must select it first. Select the DELETE button to permanently remove a language from your record. Select the ADD button to self certify additional languages.

[Add](#)

Select Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
No results found.										

Consent to Share and Release Language Information

The information you provide in this section will only be used upon your separation or retirement from the Federal Service.

If you have self-certified or formally tested language information stored in your employee record (see My Biz, My Information, My Language Information tab), please read and mark the block as appropriate. You will not be contacted if you do not mark the blocks.

The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet emerging requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may want to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.

☐ No ☐ Yes I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.

☐ No ☐ Yes I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.

[Update](#)

Figure 27

Employees can 'update' proficiencies in an existing language, 'delete' a language or 'add' a new language to their 'MyBiz (NAF)' record.

[Select Language](#) | [Update](#) | [Delete](#) | [Add](#)

Select Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input type="radio"/> German - DEU	Extremely Limited Knowledge	No Proficiency	Elementary or Limited Knowledge	Proficient	No Proficiency	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	14-Jul-2009	

Figure 28

To 'update' an existing language you must select the radio button next to the language, then select the **Update** button. Once all changes have been made, select the **Submit** button to save your changes.

Figure 29

To 'delete' an existing language you must select the radio button next to the language, then select the **Delete** button.

Select Language	Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input checked="" type="radio"/>	German - DEU	Extremely Limited Knowledge	Proficient	Elementary or Limited Knowledge	Proficient	No Proficiency	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	14-Jul-2009	

Figure 30

Once you select on 'delete' button, a notification will appear, select on 'Yes' to delete, 'No' to return to the language screen.

Figure 31

To 'add' a new language you must select the **Add** button.

Select Language	Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input type="radio"/>	German - DEU	Extremely Limited Knowledge	Proficient	Elementary or Limited Knowledge	Proficient	No Proficiency	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	14-Jul-2009	

Figure 32

Use the drop down menus to select the appropriate data for each data field. Once you have completed 'adding' your new language, select the **Submit** button to save your language.

US Fed Language
 * Indicates required field

Employee
 Employee Number 473430 Employee Name
 Work Email Address firstname.lastname@randolph.af.mil

Language Information
 * Language Identifier Spanish-American - QSA
 * Language Proficiency Level Extremely Limited Knowledge
 Language Reading Proficiency Elementary or Limited Knowledge
 Language Speaking Proficiency Elementary or Limited Knowledge
 Language Listening Proficiency Elementary or Limited Knowledge
 Language Writing Proficiency Elementary or Limited Knowledge
 Language Proficiency Source Self Study - Heritage - F2
 Language Work Experience Translator
 Language Evaluation Method Self Appraisal/Certification
 Start date 14-Jul-2009 08:41:04 CDT
 End Date
 (example: 21-Sep-2005)

Submit Cancel

Figure 33

After selecting 'Submit', 'Confirmation' page displays allowing you to 'Print' your information. To return to the 'Language' tab, select on the [Continue Updating Your Information](#) link. To return to 'MyBiz (NAF)', select the [View Your My Biz Account](#) link.

Self Service Language Capability Confirmation Notice

Confirmation
 Congratulations, your language capability has been updated as of 14-Jul-2009 08:41:04 CDT.

1. Language	Spanish-American - QSA
2. Language Proficiency Level	Extremely Limited Knowledge
3. Language Reading Proficiency	Elementary or Limited Knowledge
4. Language Speaking Proficiency	Elementary or Limited Knowledge
5. Language Listening Proficiency	Elementary or Limited Knowledge
6. Language Writing Proficiency	Elementary or Limited Knowledge
7. Foreign Language Proficiency Source	Self Study - Heritage - F2
8. Language Work Experience (Duty Type)	Translator
9. Language Evaluation Method	Self Appraisal/Certification
10. Language End Date	

To print this page for your records, click on the print button below:

(Print Confirmation)

What do you want to do now?
[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 34

Retiring & Separating Employees Consent to Share & Release Your Language Information

The language information you provide in the 'Consent to Share and Release Language Information' section of the 'Language Information' tab will only be used upon your **retirement** or **separation** from Federal Service. Review and/or update your information now and/or before retiring or separating since all language information in your personnel file will be made available if you chose 'Yes' to Consent to Share and Release Your Language Information.

Self Certified Language Information

Consent to Contact/Share

✓ TIP You will only be able to update a language or its information if the evaluation method is Self Appraisal/Certification. To UPDATE the information contained in a language area, you must select it first. Select the DELETE button to permanently remove a language from your record. Select the ADD button to self certify additional languages.

Select Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input checked="" type="radio"/> German - DEU	Extremely Limited Knowledge	Proficient	Elementary or Limited Knowledge	Proficient	No Proficiency	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	14-Jul-2009	
<input type="radio"/> Spanish-American - QSA	Extremely Limited Knowledge	Elementary or Limited Knowledge	Elementary or Limited Knowledge	Elementary or Limited Knowledge	Elementary or Limited Knowledge	Self Study - Heritage - F2	Translator	Self Appraisal/Certification	14-Jul-2009	

Consent to Share and Release Language Information
The information you provide in this section will only be used upon your separation or retirement from the Federal Service.

If you have self-certified or formally tested language information stored in your employee record (see My Biz, My Information, My Language Information tab), please read and mark the block as appropriate. You will not be contacted if you do not mark the blocks.

The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet emerging requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may want to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.

☒ Yes
☐ No

I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.

I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.

Figure 35

1. Review the Consent to Share and Release Language Information section and make appropriate selection.

Notes:

- a. If a valid work email address is in 'MyBiz', Update My Information, Profile, **Work Email Address** data field, then you also will receive a 'Consent to Share and Release Language Information' confirmation email if you 'Update' your information.
 - b. You will not receive a confirmation email if you do not have a work email address in 'MyBiz' or you add an email after you initially 'Updated' your Consent to Share and Release Language Information however you can print the 'Confirmation page' for your records.
2. Select either 'Yes' or 'No' in the section if you have self-certified or formally tested/certified language information in your personnel record. Your consent will be for all languages currently in your personnel record.

Note: In order to share your language information with other Federal Agencies, you must select 'Yes' to being contacted by the Department of Defense.

3. Select the 'Update' button if you updated your information.

TIP You will only be able to update a language or its information if the evaluation method is Self Appraisal/Certification. To UPDATE the information contained in a language area, you must select it first. Select the DELETE button to permanently remove a language from your record. Select the ADD button to self certify additional languages.

Select Language [Update](#) [Delete](#) [Add](#)

Select	Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input type="radio"/>	German - DEU	Extremely Limited Knowledge	Proficient	Elementary or Limited Knowledge	Proficient	No Proficiency	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	14-Jul-2009	
<input type="radio"/>	Spanish-American - GSA	Extremely Limited Knowledge	Elementary or Limited Knowledge	Elementary or Limited Knowledge	Elementary or Limited Knowledge	Elementary or Limited Knowledge	Self Study - Heritage - F2	Translator	Self Appraisal/Certification	14-Jul-2009	

Consent to Share and Release Language Information
The information you provide in this section will only be used upon your separation or retirement from the Federal Service.

If you have self-certified or formally tested language information stored in your employee record (see My Biz, My Information, My Language Information tab), please read and mark the block as appropriate. You will not be contacted if you do not mark the blocks.

The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet emerging requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may want to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.

☐ Yes ☒ I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.

☐ Yes ☒ I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.

[Update](#)

Figure 36

Note: You will not be contacted if you do not select 'Yes' in the Consent to Contact drop down fields.

4. Once you submit your information, a 'Confirmation' page displays allowing you to 'Print' your information. To return to the 'Language' tab, select on the [Continue Updating Your Information](#) link. To return to "MyBiz (NAF)", select the [View Your My Biz Account](#) link.

Consent to Share and Release Language Information for Federal Employees who are Retiring/Separating

Confirmation
Congratulations, your 'Consent to Share and Release Language Information' has been updated as of **14-Jul-2009 08:49:32 CDT**.

If you have a stored work email address in My Biz and you answered 'Yes' to Contact and Share Your Language Information, then you will receive a Confirmation Email for your records.

Yes : I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.

Yes : I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.

To print this page for your records, click on the print button below:

[Print Confirmation](#)

What do you want to do now?
[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 37

Notes:

- a. If your valid work email address is in 'MyBiz (NAF)', Update My Information, Profile, **Work Email Address** data field, then you will also receive a 'Consent to Share and Release Language Information' confirmation email.

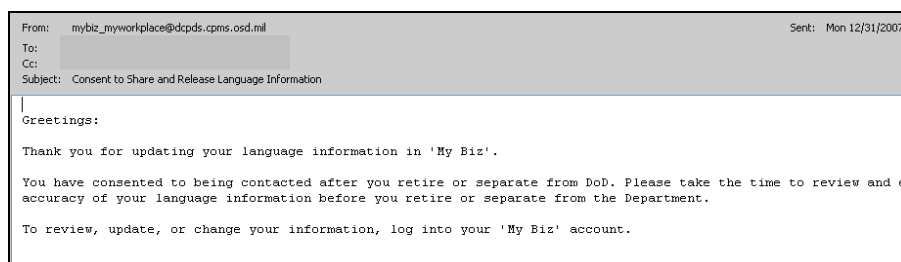


Figure 38

b. If you **do not** have an email address, then print this page for your records.

Figure 39

c. If you **do not** have a valid work email address, then update your email in MyBiz (NAF), Update My Information, Profile, 'Work Email Address' data field.

Figure 40

Ethnicity and Race tab contains employee's ethnicity and race.

Figure 41

To 'update' ethnicity and race, answer the 'Are You Hispanic and Latino' question and use the drop down menu to view to select either 'Yes' or 'No'. Once you are ready to update, select the **Submit** button. To 'print' the SF181 form, select the **Print SF181** button.

To view the SF181 Privacy Act Statement, select the **View Privacy Act Statement**

Department of Defense

Privacy Act Statement

Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.

This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.

Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used for the purpose of uniform, orderly administration of personnel records. Providing this information is voluntary and failure to do so will have no effect on your employment status. If SSN is not provided, however, other agency sources may be used to obtain it.

Close Window

Figure 42

SF181

To print the SF181 select **Print SF181**.

Profile **Handicap** **Language** **Ethnicity and Race** **Emergency Contact**

View Privacy Act Statement

Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or Spanish culture or origin, regardless of race.)

No

Instructions: Please select the category or categories with which you most closely identify. To select a category, click in the block next to the appropriate category (ies) and select "Yes" from the list of values (LOV). When all selections have been made, click the "Submit" button to save the changes. To print your SF181, submit your changes first then click on the "Print SF181" button.

American Indian or Alaska Native No

Asian No

Black or African American No

Native Hawaiian or Other Pacific Islander No

White Yes

Submit **Print SF181**

Profile **Handicap** **Language** **Ethnicity and Race** **Emergency Contact**

Cancel

Figure 43

The SF181 can either be 'saved' to your computer or can be 'opened' and printed. To open the SF181 select the **Open** button.

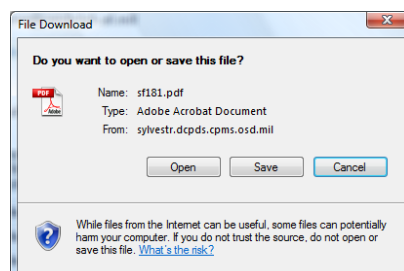


Figure 44

To print the SF181, select on the printer icon  or select 'File, Print'. To exit this page, select 'File', 'Exit'.

U.S. Office of Personnel Management Guide to Personnel Data Standards		ETHNICITY AND RACE IDENTIFICATION (Please read the Privacy Act Statement and instructions before completing form.)	
Name (Last, First, Middle Initial)		Social Security Number	Birthdate (Month and Year) Jul 1978
Agency Use Only 12 Jun 2009 04:02 PM			
Privacy Act Statement <p>Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.</p> <p>This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.</p> <p>Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used</p>			

Figure 45

Emergency Contact tab contains employee's emergency contact information.

Select the link **Emergency Contact** to 'add, change or remove' your emergency contact information.

Profile	Handicap	Language	Ethnicity and Race	Emergency Contact
My Profile				

Figure 46

Adding Emergency Contact Information

To 'add' information on an emergency contact person, select the 'Add' button.

Emergency Contact

Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.

It is suggested that at least two contacts be identified, one should be local and readily accessible and the other someone who is not located within a 100 mile radius of your home or place of work.

Note: The information you provide here will be viewable by your supervisory chain and HR Office and will be used in the event of Natural Disasters or National Emergencies.

Emergency Contact

[Add](#)

Select	Name	Primary Contact	Home Number	Work Number	Emergency Contact	Email Address
No results found.						

[TIP To View or Print your Receipt, press the button below.](#)

[Print Receipt](#)

[Continue Updating Your Information](#)

Figure 47

Complete the following: 'Name' (first, middle, last), 'Email Address', Primary Contact, Residence Address' and 'Phone Number(s)' and select the **Next** button.

Emergency Contact: Add

☒ TIP This information is current as of today's date.

Employee Name

Use this page to provide emergency contact information.

* Indicates required field

General Information

* First Name

Middle Name

* Last Name

Email Address

☐ Primary Contact [?](#)

☒ TIP Do not add any contacts that are under the age of 18.

Residence Address

☒ TIP When you check the "Use my address for this person" box, employee's address of record will populate on the Emergency Contact print receipt. Be advised if no address of record is on file, the address will not populate on the Emergency Contact print receipt. NEW EMPLOYEES (on the rolls less than one month) - uncheck the box "Use my address for this person" and input your contact's address in full. Ensure you fill in the City, State and Zip Code fields.

☒ Use my address for this person.

Phone Numbers

Type	Number	Delete
Home	<input type="text"/>	

[Add Another Row](#)

Figure 48

Select the **Submit** button to save your information. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without saving your information select the **Cancel!** button.

Update My Information: Review

☒ TIP This information is current as of today's date.

Employee Name

Review your information below and select the Submit button to apply your changes.

Indicates Changed Items.

Maintain Contact

Contact	Proposed
First Name	FirstName
Middle Name	MiddleName
Last Name	LastName
Email Address	FirstName@yahoo.com
Primary Contact	Yes

Phone

Phone	Proposed
Home	210-999-9999

ICE MyBiz | ICE PAA V3 | [Home](#) | [Logout](#) | [Preferences](#)

Figure 49

Updating Emergency Contact Information

To 'update' information on an existing emergency contact person, first select the radio button next to the contacts name, and then select the **Update** button.

Update My Information

☒ TIP This information is current as of today's date.
Employee Name

Emergency Contact

Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.

It is suggested that at least two contacts be identified, one should be local and readily accessible and the other someone who is not located within a 100 mile radius of your home or place of work.

Note: The information you provide here will be viewable by your supervisory chain and HR Office and will be used in the event of Natural Disasters or National Emergencies.

Emergency Contact

Select Emergency Contact **Update** **Remove** **Add**

Select Name	Primary Contact	Home Number	Work Number	Emergency Contact Email Address
<input checked="" type="radio"/> LastName, FirstName MiddleName	Yes	210-999-9999		FirstName@yahoo.com

☒ TIP To View or Print your Receipt, press the button below.
Print Receipt

Figure 50

Make the necessary updates and select the **Next** button.

☒ TIP This information is current as of today's date.
Employee Name

Use this page to provide emergency contact information.
* Indicates required field

General Information

* First Name
Middle Name
* Last Name
Email Address
☒ Primary Contact [?](#)

☒ TIP Do not add any contacts that are under the age of 18.

Residence Address

☒ TIP When you check the "Use my address for this person" box, employee's address of record will populate on the Emergency Contact print receipt. Be advised if no address of record is on file, the address will not populate on the Emergency Contact print receipt. NEW EMPLOYEES (on the rolls less than one month) - uncheck the box "Use my address for this person" and input your contact's address in full. Ensure you fill in the City, State and Zip Code fields.

☒ Use my address for this person.

Phone Numbers

Type	Number	Delete
Home	<input type="text" value="210-999-9999"/>	
Work	<input type="text" value="210-888-8888"/>	

[Add Another Row](#)

Cancel **Next**

Figure 51

A 'Review' page will appear so that you can ensure the information is correct before saving. The items marked with a blue dot are those items that were changed. Select the **Submit** button to save your information. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without saving your information select the **Cancel** button.

Update My Information: Review

☒ TIP This information is current as of today's date.
Employee Name

Review your information below and select the Submit button to apply your changes.

☒ Indicates Changed Items.

Maintain Contact

Contact	Current	Proposed
First Name	FirstName	FirstName
Last Name	LastName	LastName

Phone	Current	Proposed
Home	210-999-9999	210-999-9999
Work		210-888-8888 <input checked="" type="checkbox"/>

ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

Figure 52

A 'Confirmation' page displays when your information has been submitted. To return to the 'Emergency Contact' page select, the **Return to Overview** button.

Department of Defense

ICE MyBiz ICE PAA V3 Home Logout Preferences

Confirmation

Your changes have been applied.

Figure 53

A 'Warning' page will be displayed if you selected **Cancel**. If you want to cancel and exit, select the **Yes** button. If you want to return to the previous page select the **No** button.

Department of Defense

ICE MyBiz ICE PAA V3 Home Logout Preferences

Warning

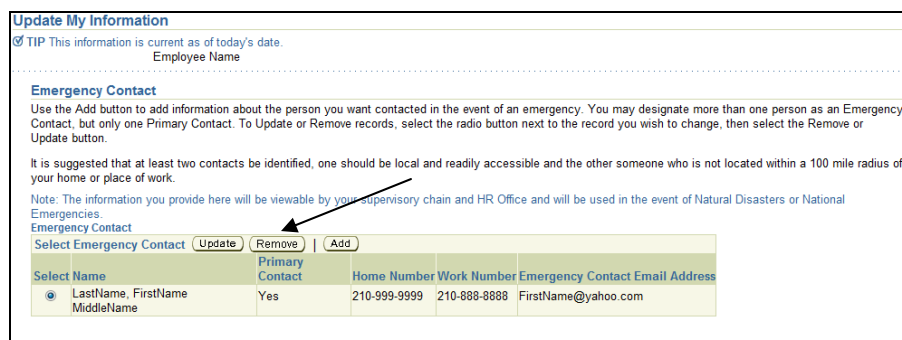
Do you want to cancel this action?

Your new action will be canceled.

Figure 54

Removing Emergency Contact Information

To 'remove' an emergency contact, first select the radio button next to the person you want to 'remove' and then select the **Remove** button.



Update My Information

☒ TIP This information is current as of today's date.

Employee Name

Emergency Contact

Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.

It is suggested that at least two contacts be identified, one should be local and readily accessible and the other someone who is not located within a 100 mile radius of your home or place of work.

Note: The information you provide here will be viewable by your supervisory chain and HR Office and will be used in the event of Natural Disasters or National Emergencies.

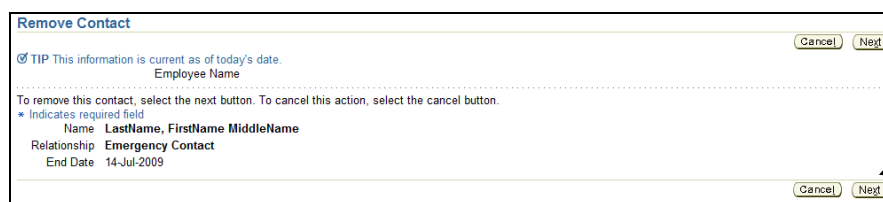
Emergency Contact

Select Emergency Contact **Update** **Remove** **Add**

Select Name	Primary Contact	Home Number	Work Number	Emergency Contact Email Address
<input checked="" type="radio"/> LastName, FirstName MiddleName	Yes	210-999-9999	210-888-8888	FirstName@yahoo.com

Figure 55

Once you have verified that you selected the correct person to remove, select the **Next** button to continue.



Remove Contact

☒ TIP This information is current as of today's date.

Employee Name

To remove this contact, select the next button. To cancel this action, select the cancel button.

* Indicates required field

Name **LastName, FirstName MiddleName**

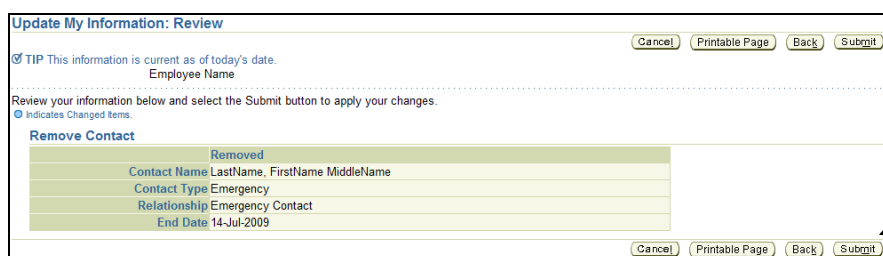
Relationship **Emergency Contact**

End Date **14-Jul-2009**

Cancel **Next**

Figure 56

Select the **Submit** button to remove and save your change. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without removing your contact person, select the **Cancel** button.



Update My Information: Review

☒ TIP This information is current as of today's date.

Employee Name

Review your information below and select the Submit button to apply your changes.

☒ Indicates Changed Items

Remove Contact

Removed
Contact Name LastName, FirstName MiddleName
Contact Type Emergency
Relationship Emergency Contact
End Date 14-Jul-2009

Cancel **Printable Page** **Back** **Submit**

Figure 57

A 'Confirmation' page will display when your information has been removed. To return to the Emergency Contact page select the **Return to Overview** button.

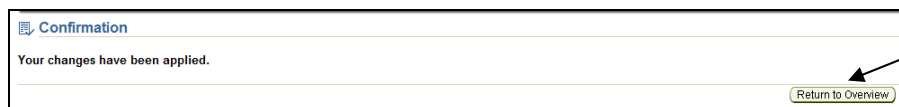


Figure 58

A 'Warning' page will display if you selected **Cancel!**. If you want to cancel and exit, select the **Yes** button. If you want to return to the previous page select the **No** button.



Figure 59

Printing Receipt

To print a receipt, select the **Print Receipt** button.

Update My Information

TIP This information is current as of today's date.

Employee Name

Emergency Contact

Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.

It is suggested that at least two contacts be identified, one should be local and readily accessible and the other someone who is not located within a 100 mile radius of your home or place of work.

Note: The information you provide here will be viewable by your supervisory chain and HR Office and will be used in the event of Natural Disasters or National Emergencies.

Emergency Contact

Select Emergency Contact (Update) (Remove) (Add)

Select	Name	Primary Contact	Home Number	Work Number	Emergency Contact Email Address
<input checked="" type="radio"/>	LastName, FirstName MiddleName	Yes	210-999-9999	210-888-8888	FirstName@yahoo.com

TIP To View or Print your Receipt, press the button below.

Print Receipt

Figure 60

The receipt can either be saved to your computer or can be opened and printed. To open the receipt, select the **Open** button.

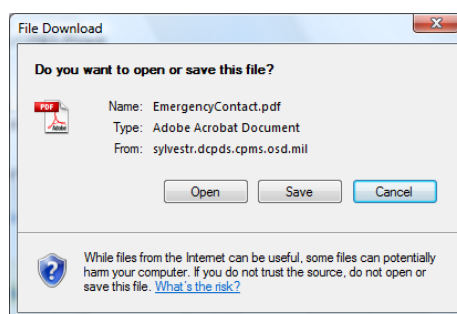



Figure 61

Printed Receipt

To print the 'Receipt', select on the printer icon  or select 'File', 'Print'. To exit this page, select 'File', 'Exit'.

"For Official Use Only - Privacy Act Sensitive Information "	
Employee Name	
Employee Home Phone	123-456-7890
Employee Work Phone	
Employee Home Address	Payroll update pending Pending TX US
Employee Email Address	firstname.lastname@randolph.af.mil
Contact # 1	
Primary Contact	Yes
First Name	FirstName
Middle Name	MiddleName
Last Name	LastName
Email Address	FirstName@yahoo.com
Phone	
Home	210-999-9999
Home Secondary	
Home Tertiary	
Mobile	
Work	210-888-8888
Work Secondary	

Figure 62